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Corporate Employees Promotion Policy

1. Introduction

At Transoil-Group of Companies (“TOGC”), we are committed to fostering a culture of career growth and professional advancement. Our Employee Promotion Policy is designed to ensure a fair, transparent and merit-based process for internal career progression, recognizing and rewarding employees for their contributions to the success of our organization.

2. Commitment to Employee Growth

We recognize our responsibility to provide career advancement opportunities for employees who demonstrate outstanding performance, leadership potential and alignment with Company values. This commitment ensures that employees have clear pathways to progress within the organization based on their skills, experience and contributions.

3. Key Principles

Our Employee Promotion Policy is based on the following key principles:

- a. **Compliance with Laws and Regulations:** We comply with all applicable labor laws, regulations and industry standards related to fair employment and promotion practices.
- b. **Equal Opportunity for Advancement:** We provide equal promotion opportunities to all employees regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.
- c. **Merit-Based Career Progression:** We ensure that promotion decisions are based on objective criteria, including performance, skills, experience, leadership potential and contributions to the Company.
- d. **Transparency and Fairness:** We maintain transparent promotion procedures, ensuring all candidates are evaluated fairly and consistently throughout the selection process.
- e. **Leadership and Talent Development:** We actively support leadership development and succession planning to prepare employees for greater responsibilities.
- f. **Unbiased Promotion Process:** We strive to eliminate bias in promotion decisions through structured evaluations, standardized assessment criteria and training on unconscious bias.
- g. **Career Growth and Retention:** We support internal career growth to retain top talent and provide employees with opportunities for long-term success within the Company.
- h. **Continuous Improvement:** We regularly assess our promotion processes to ensure alignment with best practices and evolving workforce needs.

4. Implementation and Monitoring

We implement this policy through the following measures:

- **Promotion Criteria and Eligibility:** Employees must meet predefined performance, experience and competency requirements to be considered for promotion.
- **Evaluation and Assessment:** Promotions are based on structured performance reviews, competency assessments and leadership evaluations.
- **Structured Promotion Process:** A fair and objective promotion process is conducted, including nominations, interviews (where applicable) and final approval by relevant authorities.

- **Training and Development Programs:** We provide employees with opportunities to enhance their skills and leadership capabilities to prepare for career advancement.
- **Performance and Feedback Mechanisms:** We encourage employees to seek feedback on their career growth and participate in professional development discussions.
- **Succession Planning:** We will implement succession planning strategies to ensure leadership continuity and workforce stability.

5. Reporting and Accountability

We commit to transparency in our promotion practices by tracking promotion trends, ensuring fair assessments and addressing any concerns related to career advancement.

6. Review and Continuous Improvement

This policy will be reviewed periodically to ensure its effectiveness and relevance. We remain committed to refining our promotion strategies to support workforce growth and business success.

7. Conclusion

At TOGC, we believe that career advancement is essential for employee engagement and organizational excellence. We are dedicated to creating a work environment where hard work, dedication and performance are rewarded with career growth opportunities.

As Chairman of the Board of Directors and as being authorized for this purpose by the Board of Directors corporate resolution dated 19 May 2025, I approve this Employee Promotion Policy and to fostering a culture of growth and recognition within our company.

Responsibility for the successful implementation of this policy belongs to every TOGC employee, at each level and function within the Company.

Approved:

Vaja Jhashi

Chairman of the Board of Directors

2025

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